

Prudence Island Water District

Minutes of meeting 3/19/05

1. Call to order – Meeting was called to order at 1:06 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Richard Brooks and Robert Hanson.

2. Approval of minutes – Meeting held 03/05/05. Mr. Buffum told the board that Ms. Richard had found an incorrect date in the minutes regarding a discussion of approval of the minutes of the meeting held 2/19/05 and that the dates had been corrected. Mr. Brooks moved to approve the minutes of the meeting held 3/05/05, seconded by Mr. Hanson, approved unanimously.

3a. Discussion regarding appointment of collector - no progress. Ms. Richard reminded board members wishing to run for re-election that they need to file nomination papers before April 20, and that they should get their declaration of candidacy forms in soon. Mr. Brooks said that board members should be receiving their disclosure forms from the RI Ethics Commission by the end of the month.

3b. Discussion regarding appointment of new board member - no progress.

3c. Bylaws. Mr. Brooks suggested that at this point an outside party should look at the bylaws. Mr. Hanson said that the section regarding

payment of invoices for water service (Section 25) needed another look and that he felt people were not being given enough time to remit payment.

Ms. Richard said that payable upon receipt isn't a good phrase because there is no way to know when a customer actually received their invoice. Mr. Brooks suggested 30 days after the invoice is mailed would be a reasonable amount of time. Ms. Richard said that on most bills there is a payment date printed on the invoice, and that the grace period should be 15 days after the date on the form. She also said that there might also be PUC rules in play regarding payment of invoices and that their regulations should be researched. Mr. Brooks said that this is why he felt that a 3rd party should look at the bylaws.

Mr. Buffum noted that in Sections 62 & 64 regarding purchasing that the board had still not arrived at decisions about maximum purchases before going out to bid. He said state guidelines were \$5,000 construction and \$2500 non-construction. Mr. Brooks said construction should be at least \$10,000. Ms. Richard said that she still did not have a sense of what the numbers should be for purchasing guidelines and that \$2500 didn't go very far. She also said that the process of putting purchases out to bid could be expensive not only for advertising but for the time spent putting together the specifications for bidding and the paperwork involved in processing. Mr. Buffum asked if there was anything else he should be working on regarding bylaws. Ms. Richard said that a great many of the bylaws

would have to be put aside for the time being because they involved actual running of a water system. She said that she agreed with Mr. Brooks that it might be time to have an objective viewpoint regarding the bylaws.

4a. Administrative. - Ms. Richard reported receiving a tax-exempt certificate from RI Division of Taxation. She said that she would like to purchase office supplies, particularly a file cabinet and a lock box. Mr. Hanson volunteered to help Ms. Richard to acquire the supplies.

Ms. Richard said that she had put the official district web site on line. Mr. Buffum submitted revisions to his biography page. Ms. Richard said that if there was no objection she would announce the web site via email. Mr. Buffum thanked Ms. Richard for donating her web design services. Ms. Richard said that the web site was much cheaper than she expected, costing only \$52, and that she would report that to the RI Foundation and ask if the budgeted funds could be used for other components of the outreach program.

Ms. Richard said that she had reserved the PIA hall for the election. Mr. Brooks asked if she had received any declarations of candidacy. Ms. Richard said that she had not.

4b Technical - Mr. Brooks asked if Ms. Richard had heard anything from USDA regarding the status of the grant application for engineering and environmental surveys. Ms. Richard said that she

had spoken Dave Delisle and that the application was in process. She also said that he had sent her an additional form to sign. Mr. Brooks asked at what point Mr. Nicholson should be contacted. Ms. Richard said Mr. Delisle would let them know when that would be appropriate.

Ms. Richard said that Bob Marshall had attended a seminar at URI that included a discussion of water issues and had spoken with Kathleen Crawley of RI Water Resources Planning Board. Ms. Crawley had mentioned that there was a Navy ship with a desalination plant on it that had been earmarked for Prudence Island. Ms. Richard said that she spoke to Dave Delisle to ask him about the viability of such a scheme and that he said it might be worth investigating. She said that she called Ms. Crawley and that Ms. Crawley told her that she would refer the matter to Paul Samms, former head of the RI Water Resources Planning Board, but that she had not heard anything else since then. Ms. Richard said that she didn't understand why Ms. Crawley thought the plant was earmarked for the island. Mr. Brooks said maybe this unit was meant for another island. Mr. Hanson said that a unit on a Navy vessel had probably outlived its useful service life.

4c - Sources of funding. Nothing new. Mr. Buffum asked of there was a time frame on the USDA grant. Ms. Richard said she didn't have that info.

Correspondence - NDA and 1780-2 to Sandra Mack, , press release to

RI Foundation. Mr. Buffum asked if proposal had been received from Ms. Mack. Ms. Richard said no, that in email message Ms. Mack asked how much district had to spend this year and was told \$10K. Mr. Brooks asked if her appt had to be acted upon. Ms. Richard said not until proposal was received.

No other new business. Meeting adjourned to exec session at 1:45 p.m.

Patricia Richard, Clerk